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OS

463-89

2 July 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #9-69
16 - 20 June 1969

Student Body

1. Eleven students attended the course. Five were CSCTs who had already been assigned to area desks. The students' grades ranged from GS-05 through GS-10 (average, GS-09) and their length of service from one year through twenty years (average, 5.5 years).

Course Curriculum

2. There were no changes in the curriculum.

Course Conduct

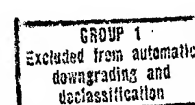
3. There were no changes in the presentation of the course.

Speakers

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4. Mr. [REDACTED] C/European Branch, Central Reference Service, gave a workman like and effective presentation of the support to biographic research which is available in the revised Central Reference Information Services Group. He made particularly good use of sample materials from the various programs which CRS has developed.

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5. Mr. [REDACTED] who normally gives the talk on "Writing a Meaningful Reply", was called away TDY and was unable to get back in time for his scheduled appearance. The Chief Instructor filled in for him.

Chief Instructor's Comments

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6. There was an unusual amount of specialized experience evident in this class. The CSCTs had already formed some ideas about biographic research in the short time they had been assigned to their desks. One, who is working for SB, asked permission to use the SPR form which is peculiar to that Division and produced an interesting variation on the usual dispatch. We also had two representatives from RID, whose combined experience with CS records totals twenty-four years. Miss [REDACTED] made valuable contributions to class discussion by explaining in precise detail what their offices could do. Mr. [REDACTED] handling of the practical exercise was one of the best in the group.

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7. The last day was somewhat marred when the class was delayed for two hours by circumstances beyond our control. The students cooperated wholeheartedly, however, and we were able to cover all the essentials in the time remaining.

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[REDACTED]
Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

Distribution

- Original - DTR
 - 1 - DDP/TRO
 - 1 - CI/TRCO
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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS